United Nations ST/IC/2001/69

Secretariat

20 September 2001

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Introduction of the euro**

Introduction

1. With the formal introduction of the single European currency, the euro, in 12 countries of the European Union effective 1 January 2002, the national currency units of Austria, Belgium, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal and Spain will cease to be legal tender. The withdrawal of the notes and coins in the 12 national currency units (i.e., Austrian schilling, Belgian franc, Finnish markka, French franc, German mark, Greek drachma, Irish pound, Italian lira, Luxembourg franc, Netherlands guilder, Portuguese escudo and Spanish peseta) will commence, with current plans for completion of the process by 28 February 2002. To meet this significant event, preparations for the changeover to the single European currency are being taken in each of the respective countries to ensure a smooth and orderly transition.

2. The euro was introduced on 1 January 1999. At that time, the legal status of the euro came into force, and the single monetary policy was introduced across the euro zone. The national currencies became non-decimal subunits of the euro and conversion rates between each of the national currency units concerned and the euro were irrevocably fixed.

3. To allow time for the smooth integration of the euro into administrative and business processes, systems and data sources, a transitional period, from 1 January 1999 to 31 December 2001, was introduced. During this period, payments could be made either in euros or in the national currency units. As indicated above, on 1 January 2002, the final stage of the changeover to the euro begins when euro notes and coins will be launched into circulation. They will replace notes and coins in national currencies, which will be withdrawn after a short dual circulation period, by 28 February 2002 at the latest. From that date, the national currencies of the participating countries will no longer be valid for everyday use and the euro will become the sole legal currency in all euro-zone countries.

* Expiration date of the present information circular: 31 December 2002.

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Preparations by the United Nations for the introduction of the euro

4. The purpose of the present circular is to outline the steps that are being taken by the United Nations to prepare for the introduction of the euro and the parallel abolition of the 12 former national currencies.

5. Where salary scales, allowances, education grants and daily subsistence allowance (DSA) rates are denominated in local euro-zone currencies, they will have either to be denominated in or converted to the euro by the end of 2001. This will have a direct effect on the United Nations accounting and payroll systems wherever euro-zone payments are made, planned or recorded.

6. In order to avoid complicated issues relating to triangulation and rounding, it has been decided that the euro should be treated as a *replacement* currency, that is, a new currency that replaces the 12 former national currency units. This approach would ensure that the same currency is used throughout the purchase order-to-payment chain, ensuring that all transactions are denominated in the appropriate currency of the contract, liability or entitlement of origin. Where possible, transactions relating to euro-zone currencies are currently being denominated in euros so as to minimize any future requirement to convert transactions from national currencies into euros in 2002.

7. Therefore, all salary scales and related allowances, dependency allowances, daily subsistence allowances, education grants and the rental subsidy expressed in the national currency units concerned will be converted into euros by applying the respective fixed conversion rates that have been officially promulgated by the European Central Bank, as follows:

Country	*National currency*	*Euro conversion rates of euro-zone currencies*
Austria	Austrian schilling	13.7603
Belgium	Belgian franc	40.3399
Finland	Finnish markka	5.94573
France	French franc	6.55957
Germany	German mark	1.95583
Greece	Greek drachma	340.750
Ireland	Irish pound	0.787564
Italy	Italian lira	1936.27
Luxembourg	Luxembourg franc	40.3399
Netherlands	Netherlands guilder	2.20371
Portugal	Portuguese escudo	200.482
Spain	Spanish peseta	166.386

8. National currency units will thus be converted into euros by applying the conversion values using up to five significant digits (i.e., six decimal places) and by applying the rounding convention in accordance with European Union procedures (i.e., by applying the respective fixed conversion rates). Since United Nations emoluments are set in whole currency units, salary and entitlement scale converted values will then be rounded up or down to the nearest euro.

Local salaries and allowances

9. In order to ensure that staff members are informed about and familiar with the effect that the introduction of the euro will have on their salaries and related allowances, the United Nations has prepared salary scales for staff in the local General Service and related categories, to indicate the euro equivalents of the salary scales that are currently applicable for each of the 12 duty stations concerned. In accordance with the conversion and rounding procedures set out in paragraph 8 above, these salary scales will not have any decimal places. The salary scales are being provided for information purposes only until the euro formally supersedes each national currency. Effective 1 January 2002, the euro-rate salary scales will become the official salary scales for the duty stations concerned.

10. Annex I contains a list of all affected duty stations for which current local salary scales for staff in the General Service and related categories have been denominated in euros. These salary scales have also been posted on the web site of the Office of Human Resources Management, at <www.un.org/Depts/OHRM/salaries_allowances>.

11. The same conversion procedure has been used to convert dependency allowances, language allowances and the rental subsidy.

Education grant

12. With respect to the education grant, it is recalled that the International Civil Service Commission (ICSC) recommends to the General Assembly the levels of the grant in 17 currency areas, based on the movement of tuition fees and education-related costs of staff in the respective areas. Nine of the currency areas are in the euro zone, namely, the Austrian schilling, Belgian franc, Deutsche mark, Finnish markka, French franc, Irish pound, Italian lira, Netherlands guilder and Spanish peseta.

13. In its discussions on the introduction of the euro at its fifty-third session, ICSC decided to report to the General Assembly at its fifty-sixth session on the converted values of the education grant for the nine currency areas that will change over to the euro as at 1 January 2002 (see annex II).

Children's and secondary dependant's allowances for staff in the Professional category and above

14. The General Assembly, upon the recommendation of ICSC, approves children's and secondary dependant's allowances for staff in the Professional and higher category. In most countries, a universal United States dollar rate applies. At 12 designated locations, however, these allowances are set in local currencies. Nine of these locations belong to the euro zone: Austria, Belgium, France, French Guiana, Germany, Ireland, Luxembourg, Monaco and the Netherlands.

15. In its discussions on the introduction of the euro at its fifty-third session, ICSC decided also to report to the Assembly on the converted values of the children's and secondary dependant's allowances for the nine locations which will change over to the euro as at 1 January 2002 (see annex III).

Daily subsistence allowance rates

16. The daily subsistence allowance rates are established and promulgated by the Chairman of ICSC. Since February 2001, ICSC has published, as an annex to the DSA circular, a table of euro rates for 35 locations linked to the euro. The table has been provided for information purposes until such time as the euro formally supersedes each national currency. Effective 1 January 2002, the euro rates will be published as official currency amounts and, accordingly, the annex will be discontinued.

Annex I

Local salaries

The following list of 12 duty stations at which local salary scales will be denominated in euros is provided for information purposes only; the euro-rate scales will become official only on 1 January 2002:

Athens

Bonn

Brindisi

Brussels

Dublin

Helsinki

Lisbon

Madrid

Paris

Rome

The Hague

Vienna

Annex II

Education grant amounts for euro-zone currency areas as at 1 January 2002, to be reported by the International Civil Service Commission to the General Assembly at its fifty-sixth session

(Euro)

	Maximum admissible educational expense and maximum grant for disabled children	*Maximum education grant*	*Normal flat rate when boarding not provided*	*Additional flat rate when boarding (at designated duty stations)*
Austria	12 159	9 119	3 170	4 755
Belgium	12 898	9 673	2 929	4 394
Finland	9 082	6 812	2 229	3 343
France	9 330	6 997	2 500	3 751
Germany	15 736	11 802	3 592	5 389
Ireland	9 997	7 498	2 404	3 606
Italy	12 289	9 217	2 558	3 838
Netherlands	13 085	9 814	3 170	4 755
Spain	9 452	7 089	2 456	3 684

Annex III

Children's and secondary dependant's allowance amounts for euro-zone currency areas as at 1 January 2002, to be reported by the International Civil Service Commission to the General Assembly at its fifty-sixth session

(Euro)

Location	*Currency*	*Children's allowance*	*Secondary dependant's allowance*
Austria	Euro	2 298	849
Belgium	Euro	1 947	623
France	Euro	1 730	574
French Guiana	Euro	1 730	574
Germany	Euro	2 321	832
Ireland	Euro	1 627	533
Luxembourg	Euro	1 203	623
Monaco	Euro	1 730	574
Netherlands	Euro	2 271	773

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Secretariat

4 October 2001

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Introduction of the euro**

Corrigendum

Replace the information provided on Luxembourg with the following:

Annex III

Children's and secondary dependant's allowance amounts for euro-zone currency areas as at 1 January 2002, to be reported by the International Civil Service Commission to the General Assembly at its fifty-sixth session

(Euro)

Location	*Currency*	*Children's allowance*	*Secondary dependant's allowance*
Luxembourg	Euro	1 947	623

* Expiration date of the present information circular: 31 December 2002.

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United Nations ST/IC/2001/70

Secretariat

21 September 2001

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Central Support Services

Subject: **Revised rates for telephone and facsimile service using the United Nations global network**

1. All users of the United Nations global network are advised that staff are responsible for charges incurred using the network and that departments and offices are responsible for collecting charges for personal calls from staff. Departments, offices and staff may wish to keep logs of their calls and copies of internal billing statements, whether personal or official.

2. The rates for network services are applied regionally and charged on a per-minute basis. They apply to all telephone calls or facsimile transmissions to United Nations duty stations originating from Headquarters and made over the United Nations private network. The current rates are as follows:

From New York to	*Rate (US$ per minute)*
Europe	0.06
Asia	0.64
Latin America	0.27
Africa	0.63

3. At present, United Nations private network connections are available to all duty stations on a cost recovery basis. If a call to any duty station is made by dialling the international access code, 011, the Headquarters telephone system will automatically route the call or facsimile transmission over the United Nations private network. In the unlikely event that all of the circuits for a given destination are busy, the call will be automatically routed over commercially available circuits.

* The present circular will be in effect until further notice.

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4. It is also possible to use the United Nations network to place calls to peacekeeping missions and other field locations, which are listed in the annex to the present circular.

5. When calls are placed to destinations that are not on the United Nations network, they will be charged to departments and offices at the lowest commercial rate available to the United Nations regardless of the carrier and routing actually used.

6. The cost for personal calls, whether over the United Nations global network or routed over commercial circuits, will be recovered by the Executive Office directly from the staff who have placed the calls. Staff are reminded that if a private call has to be routed over commercial circuits, the cost of the call could be higher than if it is placed from the staff member's home telephone, depending on the destination of the call and the long-distance service provider used by the staff member.

Annex

Contact numbers for Field Administration and Logistics Division missions and United Nations offices

Mission office	*Place*	*Telephone number*	*Fax number*
BONUCA	Bangui	34279	37475
ECA	Addis Ababa	34957	34957
ESCAP	Bangkok	Comm. Centre: 61+1234 Comm. Centre: 61+1108 Operator: 61+0	61+1000 61+1002 61+1003
ICTR	Arusha	32850	32848
ICTR	Kigali	32663 39906	33090 34001
MINUGUA	Guatemala	39941	39940
MINURSO	Layone	31952	33024
MONUC	Kinshasa	30103	30205
ONUA	Luanda	33011	31951
OSRSG Great Lakes	Nairobi	36655	39629
UNAMSIL	Freetown	39588	30507
UNDOF	Damascus	39933	39930
UNDP	Maputo	32675	32669
UNFICYP	Nicosia	33006	39947
UNHCR	Maputo	32671	32670
UNIFIL	Naqoura	33004	33079
UNIKOM	Umqasr	33076	32679
UNLB	Brindisi	39915	39916
UNMEE	Addis Ababa	32011	35246
UNMEE	Asmara	35549	32613
UNMIBH	Sarajevo	32655	32838
UNMIK	Kosovo	38442	39952
UNMOGIP	Rawalpindi	33019	33020
UNOB	Bujumbura	32839	32844
UNOGBIS	Bissau	33756	31758
UNOHCI	Baghdad	33010	33009
UNOHCI	Erbil	34792	34793
UNOL	Monrovia	39926	39924
UNOMIG	Sukhumi	39563	39561
UNON	Nairobi	39575+0	33082
UNPOS	Nairobi	33096	33095
UNRWA	Gaza City	39570 39571	
UNSCO	Gaza	39569	39567

Mission office	*Place*	*Telephone number*	*Fax number*
UNSCO	Gaza City	39569	39567
UNSMA	Islamabad	39977	92512261233
UNTOP	Dushanbe	34652	34649
UNTSO	Jerusalem	33002	33012
WFP	Maputo	32674	